

# Self-Enrolling in the Academic Support Center in Blackboard

## What is the Academic Support Center?

Georgia Northwestern Technical College (GNTC) provides free academic support for all enrolled students through Academic Support Centers. Academic Support Centers (ASC) are located on all campuses with the exception of the Polk County Campus. Each ASC provides tutoring services for English, math, business, and computer technology. At some locations, additional tutoring is available in other subject areas such as accounting, allied health, economics, and physics.

For students taking online classes or who cannot make it to an Academic Support Center, GNTC also provides online tutoring. Online tutoring is available through links provided within the student's Blackboard class portal. Online students may choose to utilize GNTC tutors by self-enrolling in the Blackboard organization named Academic Support Center, accessing tutoring assistance at NetTutor, an outside online tutoring service, or visiting one of the ASC campus locations.

In addition to assisting with your coursework, we also provide other academic support services and materials to aid you during your time at GNTC. To view the on-campus tutoring lab schedules, view the instructions for having a tutor contact you, or find answers to frequently asked questions, visit the [Academic Support Center homepage](#).

## Instructions for Self-Enrolling in the ASC

The following steps will guide students on how to self-enroll in the Academic Support Center within Blackboard.

1. Open a new browser window on your computer. Be sure to use the latest version of either the Google Chrome or Microsoft Edge browser.
2. Proceed to the GNTC home page, and click on the Blackboard hyperlink button at the top of the webpage.
3. On the login screen that now displays, sign in to your GNTC user account.
4. Once you have logged into your GNTC (OKTA) account, choose the Blackboard tile to access your GNTC Blackboard account.
5. The browser tab will open to your Blackboard "Institution Page". Make sure that the browser's pop-up blocker is turned off or that you add "gntc.blackboard.com" (without the quotations) to your browser's safe sites list.
6. On your Blackboard home (Institution) page, you will have a navigation panel on the left side of the screen and a content panel on the right side of the screen. In the content panel, you will see a section named, "Student Tools". Within the Student Tools panel, you should see a resource link named, "Tutoring Assistance for GNTC", click on this resource link.
7. A new screen titled, "Self Enrollment" will appear that will allow you to submit your request to self-enroll in the Academic Support Center (Tutoring) organization. Click the Submit button.

8. Once the Submit button is clicked, you will then see a “Success” notification. Click on the OK button. After clicking the OK button, you will be directed to the Academic Support Center “Getting Started” page. Depending on your browser settings, this page may open in a new tab or above the original Blackboard content screen. If the page loaded in a new tab, close the new tab. If the Getting Started page loaded above the main Blackboard content screen, close the screen by clicking on the “X” icon in the upper-left of the Academic Support Center page. You should now be back to your Blackboard Institution Page.
9. Once you are back to the Institution Page tab, click the browser’s refresh button to reload the Institution Page tab. You should now see a link in the navigation panel titled, “Organizations”.
10. Click on the Organizations navigation link. The Organizations page loads and now a link to the Academic Support Center organization is listed. Click on this link.
11. You should now be on the Academic Support Center “Getting Started” page. The Getting Started page contains instructions on how to access the resources or contact a tutor.
12. Going forward, you will only need to click the Organizations navigation link and then the Academic Support Center organization link to access our Blackboard resources.

## Contact us

If you have any issues or questions, please contact [Marty Moorehead](#), the Academic Support Coordinator.